

**MAYOR AND COMMISSIONERS
TOWN OF NORTH EAST
106 S. MAIN STREET
NORTH EAST, MARYLAND 21901**

September 23, 2015

The Town Meeting was called to order by Mayor Robert F. McKnight at 7:00 PM. Present were Commissioners Paul Stark, Michael Kline, Hilary Crothers Moore and Eric Braley. Also present were Police Chief Darrell Hamilton, Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-Mac Kenzie, Director of Planning Betsy Vennell and Head Clerk Stephanie Racine-Dean. Maintenance Supervisor Phillip Meekins was absent from the meeting.

The Pledge of Allegiance was recited.

-APPROVAL OF MINUTES-

A motion to approve the minutes of September 9, 2015 was made by Commissioner Kline, seconded by Commissioner Stark. The motion passed; Commissioner Braley abstained from voting because he was not present for the September 9, 2015 meeting.

-GUESTS-

Conan Andrezejewski, State Highway Administration – Made a presentation about a proposed new sidewalk and pedestrian lighting installation between Irishtown Road and Church Street. Pedestrian lighting had been added to the project at the request of the Town. SHA is proposing to pay for half of their standard lighting with the Town being responsible for the other half of SHA standard lighting costs plus 100% of the costs of betterments. Mr. Andrezejewski stated the project is going to bid in November and construction is slated to begin in the spring of 2016. In order to maintain the schedule, SHA needs a signed memorandum of understanding with the Town for the lighting. The Mayor and Commissioners agreed to look at the proposed project and asked the Directors of Planning & Zoning and Finance & Administration to explore funding availability for the Town's portion of the proposed project. A decision on the Town's involvement in the project will be made at the October 14, 2015 meeting.

-APPOINTMENTS-

A motion to reappoint the following residents to the Board of Appeals was made by Commissioner Braley, seconded by Commissioner Crothers-Moore and approved by all:

1. Gabrielle Oldham - 3 year term 10/8/2018 (100 Mill Lane)
2. Sue Fye - 3 year term 10/8/2015 (145 Mahogany Drive)

3. Peg Hardin - 1 year term 10/8/2013 (20 Mallory Way)
4. Valerie Combs - 1 year term 10/8/2013 (5 Beech Street)

A motion to reappoint the following residents to the Board of Supervisors of Elections was made by Commissioner Stark, seconded by Commissioner Braley and approved by all:

1. Grace Miller (403 Merrey St)
2. Ulysses G. Demond, IV (102 Mill Lane)
3. Betty Loveall (40 Wallace Ave)

-PUBLIC COMMENT-

None.

-OATH OF OFFICE-

The oath of office for the Board of Supervisors of Elections was taken by Grace Miller, 403 Merrey Street, Ulysses G. Demond, IV, 102 Mill Lane and Betty Loveall, 10 Wallace Avenue.

ADOPTION OF RESOLUTION AND ORDINANCES-

1. Ordinance No. 2015-09-01 Adding Section 7-506 to the Code of Ordinances Re: Tampering with Water System Equipment

Mrs. Cook-MacKenzie reported that Ordinance No. 2015-09-01 was adopted in 1995 by the Mayor and Commissioners. The ordinance makes it unlawful for anyone to tamper with the water system and related Town owned equipment (meters, crocks, setters, etc.). This Ordinance was never codified in the Town's Code of Ordinance.

Ordinance 2015-09-01 is identical to Ordinance No. 95-10-1 with the exception of part C. This is an addition to the existing Ordinance. In the past, people have been charged under Ordinance No. 95-10-1 and the town sought damages resulting from the tampering with the equipment. Under the proposed ordinance, damages will be billed to the property's water account and that they will constitute a lien against the property allowing the Town to send the property to the County's annual tax sale in June

The Town Administrator advised this item is for introduction only at this meeting and invited the Board to contact her prior to the next Board meeting with any questions. There is no action required this evening.

REPORTS-

Ron Carter, Superintendent, Water Department:

Mr. Carter gave the monthly water report for the month of August 2015. For the Rolling Mills Water Plant which produced a total of 12,415,700 gallons, this equates to 400,506 gallons per day. The average raw water turbidity has been 5.20 NTU. The maximum daily finished water turbidity has averaged .14 NTU, with low and high values of .07 NTU and .18 NTU, respectively. The finished water turbidity has been equal to or less than .30 NTU 100 percent of the time.

The average finished water chlorine residual has been 1.64 mg/L, while the low and high values of finished water chlorine residual have been .98 mg/L and 2.10 mg/L, respectively.

Mr. Ron Carter gave the monthly water report for the month of August 2015. This report was for the Leslie Water Plant which produced a total of 8,492,100 gallons, this equates to 273,939 gallons per day. The average raw water turbidity has been 3.91 NTU. The maximum daily finished water turbidity has averaged .12 NTU with low and high values of .07 NTU and .17 NTU, respectively. The finished water turbidity has been equal or less than .30 NTU, 100 percent of the time.

The average finished water chlorine residual has been 1.63 mg/L, while the low and high values of finished water chlorine residual have been 1.08 mg/L and 1.98 mg/L, respectively.

Mayor Robert McKnight

Mayor McKnight reported he attended a meeting on Tuesday September 22, 2015 at the Cecil County Administration Building regarding the proposed library. Mayor McKnight stated the meeting went very well and construction will be completed by the year 2021.

Commissioner Stark

Commissioner Stark entered into the record the August Crime and Traffic breakdown for the North East Police Department.

Commissioner Kline

None.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she attended the North East Chamber Meeting

Commissioner Braley

Commissioner Braley reported he attended the Planning Commission Meeting September 2, 2015.

Commissioner Braley entered into the record the April May June July and August breakdown for the Planning and Zoning Department.

Director of Finance and Administration, Ken Natale

Mr. Natale reported the new server was installed on Tuesday September 22, 2015 for Northern Data Systems. The Sensus Software for the water system is seeing sixty percent of the new meter activity since the meters have been installed. LB Water will be out on Wednesday September 23, 2015 to raise the antenna that is located on the Bayberry water tank. This will help the software locate the additional water meters that could not be read for the June 2015 quarter.

Town Administrator, Melissa B. Cook-Mac Kenzie

The Town Administrator reported the following:

1. The Crossing Guard job posting will close October 5, 2015. Ms. Cook-Mac Kenzie advised that there was 2 applications received with several more inquiries.
2. The Administrative Assistant to Police Chief Darrell Hamilton posting will close September 30, 2015. Ms. Cook-Mac Kenzie advised that there was 5 applications received.
3. Ms. Cook-Mac Kenzie reported she received the cost breakdown for proposed reimbursement to the United Methodist Church water line. The amount will be, \$27,420.00. This will be on the agenda at the next Town Board Meeting, October 14, 2015 for approval of payment.
4. Ms. Cook-Mac Kenzie reported she received a proposed agreement in regards to the Maintenance Shop which is located on George Street. Mayor McKnight and Ms. Cook-Mac Kenzie has concurred a lease agreement with Mumford & Miller for the amount of \$400.00 a month. This is a fair number in regards to the George Street Maintenance Building.
5. Ms. Cook-Mac Kenzie reported the Streets and Sidewalk Project for a right away between Jethro and East Cecil Avenue. Those numbers came in quite extensive in the amounts of \$23,000.00 and \$25,000.00. Ms. Cook Mac-Kenzie advised she spoke with Stephen Nolan, of C N A Engineering on site. Mr. Nolan advised that he did not think milling is the answer and he will look into any alternatives to

make this less expensive. Mayor McKnight reported this area is very important to keep maintained for the children that walk to and from school every day.

-UNFINISHED BUSINESS-

North East Community Park:

Town Administrator, Melissa B. Cook-Mac Kenzie reported a Proposal Policy to have any Recreational Facilities at the North East Community Park, this would include any rental equipment. She is asking for the Town Board for any requests and if so what would be required for the bid. Ms. Cook-Mac Kenzie reported, if income is generated this would need to go back to the park for any maintenance at the park. The parcel where the kayaking launch is located is open space and other parcels such as the Jackson House.

Mayor McKnight advised the concerns that the Town of North East is able to look at options that is located in the center of the town Mayor McKnight agreed that it would make sense to have that option at the North East Community Park. The Town Administrator asked for the board to keep in mind that it was discussed prior not to get into any competition with the local Marina's and not making the parcel into a commercial establishment. There has been discussion in regards to the public not having access to the park during these events. Mayor McKnight has asked to have a work session scheduled for further discussion in the next four to six weeks.

Chesapeake Utilities:

Mrs. Cook-Mac Kenzie reported that Ordinance No. 2015-08-01 has been review by the town's attorney, Dennis S. Clower. Mr. Clower has reviewed and commented with a request for the town to go back and negotiate the rental fees. Ms. Cook-Mac Kenzie is asking the board to authorize the Mayor, Attorney Dennis S. Clower and Mrs. Cook-Mac Kenzie to negotiate the fee with Chesapeake Utilities. This would allow the Mayor to sign once that amount has been agreed upon.

By consensus Commissioner Stark, Commissioner Crothers-Moore, Commissioner Kline and Commissioner Braley all agreed.

Installation of Speed Hump on Thomas Avenue:

Commissioner Kline previously inquired about Speed Humps installation on Thomas Avenue. Mrs. Cook-MacKenzie referenced the Speed Hump Policy and read from the policy that the east side of Thomas Avenue is identified as a primary use for emergency vehicles, therefore, it is not eligible for speed humps. Mrs. Cook-MacKenzie reported the Speed Hump Policy may be amended from time to time, and the last revision was in 2012. Mayor McKnight stated previously that he would like to invite the Chief of the

Fire Company, Steve Piatelli, to come to the Town Board to see how the installation of speed humps would impact them if they are installed on the east side of Thomas Avenue.

Mrs. Cook-Mac Kenzie reported she was notified, Mr. Stephan Piatelli has resigned from the Chief position. Mayor McKnight spoke with Mr. John Hamilton in regards to the speed hump on Thomas Avenue. Mr. Hamilton did say the North East Fire Company does use that route for emergencies when returning back to the Fire Company that is located on Mauldin Avenue. Mr. Hamilton did advise this would not be an issue. Mayor McKnight would like to have Mr. Hamilton at the next Town Board Meeting on October 14, 2015 for discussion.

-NEW BUSINESS-

North East Commerce Center Lot 7B: Water Allocation Extension Request:

Mrs. Cook-Mac Kenzie reported the North East Commerce Center is requesting and extension for five years for Lot 7B. They continuously pay on their account and it is current. It has been recommended by Mrs. Cook-Mac Kenzie to extend the Water Allocation.

A motion to approve North East Commerce Lot 7B Water Allocation Extension was made by Commissioner Crothers-Moore, seconded by Commissioner Kline and approved by all.

Gilpin Falls, SYE: Water Allocation Extension Request:

Mrs. Cook-Mac Kenzie reported this is located behind Russell Sunoco/A Plus located the corner of Pulaski Highway and Route 274. Gilpin Falls, SYE has had this agreement for a number of years. They continuously pay on their ready to serve fees and the account is current. The water allocation was created in 2001 with a 6,000 gallon a day allocation. Gilpin Falls, SYE is requesting an additional five year extension.

A motion to approve Gilpin Falls, SYE Water Allocation Extension was made by Commissioner Stark, seconded by Commissioner Braley and approved by all.

-MISCELLANEOUS-

Mrs. Cook-Mac Kenzie

Mrs. Cook-Mac Kenzie reported residents are requesting a date for Treat or Treat. The Board stated would like to observe the same day as the County. Chief Hamilton of The North East Police Department will update the town if the County is observing on October 30, 2015 or October 31, 2015.

Mrs. Cook-Mac Kenzie advised the board there are several holidays being observed in November and December. The first board meeting is November 11, 2015, Town Hall is closed that day for observance of Veterans Day. The board meeting on Wednesday November 25, 2015 is the night before Thanksgiving. Mrs. Cook-Mac Kenzie asked the board if they would like to move November 11, 2015 to Monday November 9, 2015 and November 25, 2015 to Monday November 23, 2015.

The Board agreed with Mrs. Cook-Makenzie and decided to move the regular meetings. Commissioner Kline, Commissioner Braley and Commissioner Crothers-Moore will be able to attend both meetings in November. Commissioner Stark stated he will be at the meeting on November 9, 2015 but will not be at the board meeting on November 23, 2015.

Mrs. Cook-Mac Kenzie stated in December, the second board meeting will be on December 23, 2015 and asked the Board if they would like to move the meeting from December 23, 2015 to Monday December 21, 2015. Mayor McKnight and the Commissioners decided to move the second meeting in December.

Commissioner Crothers-Moore

Commissioner Crothers-Moore reported she is in contact with the North East Chamber Commerce in regards to the Halloween Party at the North East Community Park on Saturday October 31, 2015.

Ron Carter Superintendent of the Water Treatment Plant

Mr. Carter wanted to thank the board for the new trucks. Mayor McKnight asked Mr. Carter if they have found a replacement for the employee who resigned. Mr. Carter stated they are training an individual that is currently working for the Water Treatment Plant and there will be a new position available for hiring.

-APPROPRIATIONS-

A motion to approve Budget Amendment 2015-015 FY 2014-2015 was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Budget Amendment 2016-002 FY 2014-2015 was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 11217 to Hertrich Fleet Service in the amount of \$53,987.00 for payment of 2015 Ford Police Interceptor Sedan and 2015 Expedition for the NEPD was made by Commissioner Stark, seconded by Commissioner Kline and approved by all.

A motion to approve Purchase Order No. 12840 to Vanguard Utility Services, Inc. in the amount of \$92,814.28 for payment on the Meter Replacement Project was made by Commissioner Braley, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 12843 to Mumford & Miller, in the amount of \$331,682.34 for payment of Streets and Sidewalks was made by Commissioner Kline, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 12844 to Weyrich, Cronin & Sorra in the amount of \$10,000.00 for payment of Second Progress Billing for FY 2015 Audit was made by Commissioner Crothers-Moore, seconded by Commissioner Stark and approved by all.

A motion to approve Purchase Order No. 12845 to Entech Engineering in the amount of \$53,058.58 for payment of Miscellaneous Engineering Service & Engineering meter replacement was made by Commissioner Crothers-Moore, seconded by Commissioner Braley and approved by all.

A motion to approve Purchase Order No. 12916 to Coyne Chemical in the amount of \$19,687.28 for payment of Chemicals for the Leslie Water Treatment Plant & the Rolling Mill Treatment Plant was made by Commissioner Braley, seconded by Commissioner Kline and approved by all.

A motion to approve the invoices presented tonight for payment was made by Commissioner Stark, seconded by Commissioner Crothers-Moore and approved by all.

-BUSINESS FROM THE FLOOR-

None.

-ADJOURNMENT-

With there being no further business to discuss, a motion to adjourn was made by Commissioner Crothers-Moore, seconded by Commissioner Kline, and approved by all. The meeting adjourned at 7:59 P.M.

Attest:

Respectfully submitted,


Robert F. McKnight, Mayor


Stephanie Racine-Dean, Head Clerk